ROME CIVIL SERVICE COMMISSION

Application for Examination



198 North Washington Street

Rome, NY 13440 (315) 339-7662 – (315) 339-7609 James F. Brown– Mayor, City of Rome www.rome-ny.gov

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Position Title	Examination #		
This application is part of y in order to give complete a	your examination. Answer all questions <u>fully and careful</u> and detailed information.	'ully. Print in ink or use a typewriter. At	tach additional sheets if necessary,
1. <u>LEGAL</u> NAME, MAIL	ING ADDRESS AND PHONE (PLEASE PRINT)		
Last	First		Middle Initial
Street Address		City	State Zip Code
Home Phone	Business Phone	Cell Phone	
Email Address: (optional)_	2.	SOCIAL SECURITY NUMBER	
3. Are you under 18 or o	ver 70 years of age? ☐ Yes ☐ No		
	Police Officer applicants – give date of birth:	MonthDayYear	. 7
	Do you have a valid New York State Driver's Licen	nse?	
	Are you a citizen of the United States?	□Yes □ No	
10 A-F.	, you wish to claim additional credits as an honorably d Disabled war veteran	□Non-disabled war veteran	
5. SPECIAL ARRANGES	IENTS (Optional – See instruction D)	Religious Observer H	Iandicapped Person
6. Are you a citizen of the	United States? ☐ Yes ☐ No If No, do you have the	e legal right to accept employment in the	United States? ☐ Yes ☐ No
(Non-citizens may be requi	red to produce 1-151 or 1-551 Alien Registration Cards	s at time of employment)	
	loan questions and affirmation on back page. York State Law - Section 50-3		
NAMI	nent legal residence and indicate for how long you have E YEARS/MONTHS		uding the date of this application.
School District			
City/Village		For Civil Service Use Only	
Town		-	Money Order #
County		-	ver Request Attached:
State			ed: Paperwork:
		APPROVED	_ DISAPPROVED
		CONDITIONED	

9.	Check appropriate answer to the right of each question:	
A.	Were you ever dismissed or discharged from any employment for reasons other than lack of work or funds?	☐ Yes ☐ No
В.	Did you ever resign from any employment rather than face dismissal?	□ Yes □No
C.	Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable", or which was issued under other than honorable circumstances?	□ Yes □ No
D.	Have you ever been convicted of any crime (felony or misdemeanor)?	☐ Yes ☐ No
E.	.Have you ever forfeited bail bond posted to guarantee your appearance in court to answer to any criminal charge?	☐ Yes ☐ No
F.	Are you now under charges for any crime?	☐ Yes ☐ No
	answered "YES" to any of the questions 9 A-F above, you may give specifics under "Remarks" on page 4 of this application. If yes, or if such explanation insufficient, you may be required to submit further information.	you elect not to provide
	f the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual meand responsibilities of the position(s) for which you are applying.	erits in relation to the
	swer questions 10 A-E only if you are claiming additional credits as a disabled or non-disabled veteran for the examination(s) in tion. Be sure that you read instruction E relating to "Veterans Credits" and have claimed these credits in question 4.	dicated on this
Α.	Have you ever served in the Armed Forces of the United States? ("The Armed Forces of the United States" means, the Army, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the United State provided by law on a full-time active duty basis other than active duty for training purposes).?	
	provided by any one run and access dusy based and access careful control and per-posses.	☐ Yes ☐ No
В.	If "Yes", did you receive a discharge which was honorable or were you released under honorable circumstances?	☐ Yes ☐ No
C.	Did you serve in the Armed Forces of the United States during any of the following periods? • December 7, 1941 to December 31, 1945 • June 27, 1950 to January 31, 1955 • February 28, 1961 to May 7, 1975 • Lebanon: June 1, 1983 – December 1, 1987 • Grenada: October 23, 1983 – November 21, 1983	
	 Panama: December 20, 1989 – January 31, 1990 Persian Gulf: August 8, 1990 - Present 	□ Yes □ No
NO	OTE: Credits for Lebanon, Grenada, and Panama will be limited to those who received the following Expeditionary Medals: Armed Forces, Navy or Marine Corps	
	U.S. Public Heath Service: • July 29, 1945 to December 31, 1946 or, • June 27, 1950 to July 3, 1952 or A member of the National Guard activated	□ Yes □ No
	during the U.S. Postal strike March 23, 1970 to March 30, 1970	□Yes □ No
D.	Are you currently a resident of New York State?	□ Yes □ No
E. employ	Since January 1, 1951, have you used additional credits as a disabled or non-disabled veteran for appointment to any position ment of New York State or any of its civil divisions?	in the public ☐ Yes ☐ No
	: When filling out your application form, check to make sure that all appropriate questions have been answered. An incomplet isapproval.	e application may result
Indica	ate any other surname(s) (last name) by which you are / or have been known.	
Please	print:	

	duated from high school? and location of high school				[□ Yes □ No
Year of gradu b. If you have a Number	high school equivalency diplo	 oma indicate issuing governi e of Issue	nent authority		_	
Name	e of School or College City and State	Dates of Attendance (Month and Year)	Type of Course/ Major Subject	Number of College Credits Received	Type of Degree	Date Degree Received
College, University						
Professional Or Technical School						
Other						
Schools or Special						
Courses						
	a license, certificate or other ch you are applying, complete				on the annound	ement of the
Name of Trade or Pro	ofession	License Number		Granted by (licensing	agency)	City/State
Specialty		Date License First Issu	ed	Registered From:	(Mo./Yr.)	To: (Mo./Yr.
3. Do vou hav						
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A. ANNOUNCEMENT OF EXAMINATION

- Before filling out your application, read carefully the announcement for this examination.
- When completing your application be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing.

B. ADMISSION TO EXAMINATION

- Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet fully the announced requirements.
- Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held, At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
- Call or wire this agency immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

C. CHANGE OF ADDRESS

Notify this agency immediately of any change of address. When writing give the number and title of examination.

D. SPECIAL ARRANGEMENTS

- If you need special arrangements because you are a Religious Observer (for religious reasons cannot be tested on the date of examination(s), or a Handicapped Person (require special arrangements in order to participate in the examination(s), you must EITHER
 - 1. Check the appropriate box in 5, and indicate the special arrangements you require in the REMARKS section below OR
 - 2. Write to the agency no later than the last date of filing for this examination. Your request must include examination number and title and the type of special arrangements required.

□ Voc □ No

E. VETERANS CREDITS

If you are making a claim for veterans credits with this application be sure you read the following information carefully:

- Any claim for additional credits as a disabled or non-disabled war veteran for the examination should be made with this application. If you are claiming veterans credits, you must check the appropriate category in question 4 and answer all questions 10 A-E. Failure to do so, accurately and completely, may result in a denial of your claim.
- If you are claiming credits as a disabled war veteran, you must, in addition to meeting requirements as indicated by a "YES" answer to questions 10 A-E, and a "NO" answer to question 10F, be certified by the veteran's administration as being entitled to receive payments for a service-connected disability rated at ten (10) percent or more, incurred during a "Time of War", as indicated in question 10D.
- Persons claiming credits as disabled war veterans will be contacted by this agency for additional information as necessary.
- All claims and grants of veterans credits are tentative and must be verified through inspection of discharge papers and other related documents
 necessary, prior to the establishment of the eligible list. You will be advised as to which documents must be produced by you for this verification.
 All statements you make in support of your claim for additional credits are subject to investigation and substantiation by this agency. In the event
 of subsequent disclosure of any material misstatement or fraud in this claim, your appointment may be rescinded and you may be disqualified from
 further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.

APPLICATION FOR EXAMINATION SUPPLEMENT

(You must return this supplement with your application)

Sarvices Corneration which are currently outstanding?

Section 50-b of the New York State Civil Service Law requires that all applicants for examination be asked the following questions:

Have you any loans made or guaranteed by the New York State Higher Education

2.	If so, are you presently in default on any suc			☐ Yes ☐ No	
Name:					
	Last Name	First Name	Middle Initial		
Address:				_	
Examina	tion #:	Examination Title:		_	
THIS AFFIRMATION MUST BE COMPLETED: I affirm under penalties of perjury that all statements made on this application are true.					
Applican	t's Name (Print)	Signature	Date	e	

The New York State Human Rights Law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, marital status, or criminal record. Accordingly, nothing in this application form should be viewed as expressing, directly or indirectly, any limitation, specification, or discrimination as to age, creed, color, national origin, sex, disability, marital status or criminal record in connection with employment.

REMARKS:		